



SOLICITATION NUMBER: 72048224R10001
ISSUANCE DATE: October 6, 2023
CLOSING DATE/TIME: October 26, 2023/11:59PM
Myanmar local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) –
USAID/Myanmar/Office of Economic Growth (OEG), Project Management Specialist,
FSN-10

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

LENNY HIAN LI
TEH (affiliate)

Digitally signed by LENNY
HIAN LI TEH (affiliate)
Date: 2023.09.22
09:16:33 -07'00'

Lenny Teh
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72048224R10001**
- 2. ISSUANCE DATE: October 6, 2023**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 26, 2023/ 11:59 PM Yangon, Myanmar local time**
- 4. POINT OF CONTACT: HRORangoon@state.gov; Phone: +95-1-7536 509**
- 5. POSITION TITLE: Project Management Specialist, FSN-10**
- 6. MARKET VALUE: USD 25,746 – 38,621 per annum equivalent to FSN-10** in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Myanmar Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE:** The United States Agency for International Development/Myanmar (USAID/Myanmar), Yangon, Myanmar with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is opened to Cooperating Country National (CCN). Myanmar citizens or other country citizens lawfully admitted for permanent Myanmar residence are eligible to apply. Please note that USAID is not able to sponsor offerors for a Myanmar residency permit.
- 10. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

11. STATEMENT OF DUTIES**11.1. General Statement of Purpose of the Contract**

The USAID Project Management Specialist is located in the Office of Economic Growth (OEG) in USAID/Myanmar. The job holder provides technical management and programmatic support across three technical teams with projects in (1) agriculture and food security, (2) private sector development, and (3) basic and higher education.

The job holder may serve as an AOR/COR providing program management, procurement planning, budgeting and financial management, monitoring, and evaluation, specifically in relation to the USAID monitoring and evaluation systems, and reporting functions, including the preparation of reports and briefers.

11.2 Statement of Duties to be Performed

Acts independently based using his/her sound knowledge of USAID programming policies and procedures to meet OEG goals and objectives, the job holder will be expected to provide programmatic support for all office teams. To this end, the job holder will maintain current knowledge and information on economic growth, agriculture, private sector development, and education in Myanmar. The job holder shall perform the following functions: a) Program Management, Activity Management, and Procurement Planning, b) Budget and Financial Management Activities, and c) Monitoring, Evaluation, Results Reporting, and Communication.

A. PROGRAM MANAGEMENT, ACTIVITY MANAGEMENT, AND PROCUREMENT PLANNING (40%)

- Keeps OEG informed of any new procurement-related policies and procedures and advises OEG staff accordingly.
- Serves as an Agreement Officer's Representative or Contracting Officer's Representative (AOR/COR), Alternate COR/AOR, or Activity Manager for some OEG programs or ad-hoc activities/tasks.
- Prepares and coordinates program, administrative and acquisition documents – including justifications and approvals for other than full and open competition and other waiver requests - required to comply with pre-obligation requirements according to the ADS and Mission Orders and tracks the clearance process.
- Prepares statements of work for assessments and analysis; participates on design teams; assists in completing the documentation and assessments required for activity planning and design and assists in developing performance-based statements of work and program descriptions to solicit implementation by local and/or international firms as well as individuals.
- Participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily.
- Be responsible for preparing positions of classification documents including drafting statements of work and other USAID documents for recruiting new and reclassifying existing personal service contractors' positions.
- Prepares and/or revises the Initial Government Cost Estimate (IGCE) for new project activity and new Personal Service Contracts (PSC) positions including PSCs' contract extension.
- Assists the office with organization of technical evaluation committees (TECs). Participates in the TECs may be requested to ensure that proper evaluation is done in accordance with established evaluation criteria.
- Participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily and final vouchers have been submitted.
- Be responsible for determining, in consultation with other staff in the OEG with support from the Office of Acquisition and Assistance (OAA), the timing of procurement activities, including field support, needed to achieve the strategic objectives of the project and of the office. Develops and updates procurement plans covering goods and services, a reasonable procurement timeline, and the appropriate contracting or assistance instrument. Coordinates the procurement process with the Mission and OEG staff, ensures constant communication between all relevant parties.
- Inputs procurement and financial information to the automated procurement management system including the Global Acquisition and Assistance System (GLAAS).

B. BUDGET AND FINANCIAL MANAGEMENT ACTIVITIES (30%)

- Works with the Office of Financial Management (OFM), the Program Development Office (PDO) and the Office of Acquisition and Assistance (OAA) to ensure that OEG staff are aware of, understand and are able to comply with USAID financial planning and reporting requirements.
- Works with OEG Leadership to complete financial analysis for a variety of required and ad hoc exercises including the Operational Plan, Congressional Budget Justification and Mission Resource Request.
- Prepares the OEG budget portion of the Annual Performance Report and Mission Portfolio Review.
- Coordinates with the OFM, PDO and OAA to ensure that the OEG financial information is shared with USAID headquarters in Washington on a timely basis.
- Tracks OEG funds expected and allowed from USAID headquarters in Washington as well as funds obligated to contracts/grants. Tracks USAID administrative expenses charged to the OEG.
- Analyzes, plans and works with activity leads to manage OEG program support budgets including budgets for program design and learning (PD&L), and program administration and oversight (A&O), as well as program administration budget trends.
- Leads pipeline analysis process to ensure activity managers are effectively controlling expenditures rates and achieving program objectives. Reviews and monitors activity and PSC budgets, identifying bottlenecks and making recommendations for resolving issues. Prepares quarterly financial status reports on the various contracts and grants. Closely monitors financial records including earmarks, commitments, deobligations, reobligations, etc.
- Works closely with OFM to develop, review, and revise OEG's MegaMAARD in order to provide budget estimates for OEG's operational costs. Ensures that funds are committed and obligated for those costs properly and in a timely manner.
- Collects data for and completes quarterly project accruals.

C. MONITORING, EVALUATION, RESULTS REPORTING, AND COMMUNICATIONS (30%)

- Coordinates the process of monitoring the Team's performance in achieving its program area objective.
- Gathers information about implementation progress, data quality assessment, indicator reporting at both the activity level and the mission's performance management plan (PMP).
- Participates in the preparation of special reports, activity reports and special briefing papers.
- Assists in maintaining smooth communications with USAID/ Myanmar, contractors and grantees, State Department, other relevant U.S. Government (USG) agencies, and USAID/Washington (USAID/W) offices involved in the procurement, program management, and financial management of the OEG.
- Tracks activity performance, including design and procurement of activity evaluations.
- Supports OEG Director, OEG staff in ensuring that requests for communication are responded to in a timely manner.
- Works, in collaboration with the Development Outreach and Communications (DOC) Team, to assist activity managers with completion of activity communications plans and ensuring that OEG regularly produces high quality external communications materials including

Facebook pages, tweets, briefs, PowerPoints and a range of other communications materials.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

11.2. Supervisory Relationship

The position reports to the Agriculture Team Lead or his/her designee.

11.3. Supervisory Controls

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Bachelor's degree in public administration, business administration, development studies, economics, social science, or any related field is required
2. **Experience:** Minimum of five (5) years of experience in professional and/or progressively more challenging roles in the field of budget and/or finance, or budget formulation and tracking, or procurement and logistics, or program/project management, and/or monitoring and evaluation is required.
3. **Language:** Level IV – Fluent in speaking/reading/writing in both Burmese and English is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Application Rating System

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

1. Experience (30 points):

Additional points will be given for relevant experience above the minimum requirement stated in Section II which may include relevant experience in data analysis, database management, data visualization, and geographic information systems.

2. Knowledge (30 points):

- Knowledge of the concepts, principles, techniques and practices of development program and project assistance and budgeting is required.
- Demonstrated potential to acquire knowledge of the U.S. Government legislation relating to Economic Growth, Feed the Future, Education, and Private Sector Engagement development assistance, and USAID programming techniques, policies, regulations, procedures, and practices of development programs.
- Knowledge of foreign government law, regulations, procedures associated with financial management is required.
- Knowledge of project design, development, implementation, and evaluation is required.
- Knowledge of monitoring and evaluation practices and terminology is required.
- Broad knowledge of economic, political, socio-cultural situations in, legal and regulatory frameworks of, and foreign policy/strategy towards Myanmar.

3. Skills and Abilities (40 points):

- Ability to obtain, analyze, and evaluate a variety of qualitative and quantitative data is required.
- Must be able to organize and present information in concise written and oral form.
- Must be able to furnish information and provide advice in assigned areas objectively.
- Must be able to explain the rules and rationale behind them.
- Ability to follow oral instructions, and organize, prioritize, and follow through on all assignments with minimal oversight is required.
- Must be able to draft and edit documents in English in a professional and competent manner requiring little or no editorial changes.
- Must demonstrate proficiency in using computers and office software such as Microsoft word, Excel, power point, and e-mail.
- Must have exceptional Excel spreadsheet skills in relation to budgeting and financial management.
- Ability to effectively learn and use agency specific software related to work area is required.
- Must have excellent interpersonal skills, is a good team player and be a self-starter.

Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

SELECTION PROCESS:**Step 1:**

To be considered for candidacy, applicants must address each criterion in their applications as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. Applications that meet the minimum criteria will be considered for the next level recruitment process.

Step 2:

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III. Shortlisted top-ranked candidates will be given an English Skill Level Test and a recruitment written technical knowledge test. USAID reserves the right to conduct interviews and recruitment tests with the top ranked short-listed candidates.

Step 3:

Applicants with passing marks from the English Skill Level Test and recruitment test will be given an interview. Candidates must meet the Level IV (fluent) English Proficiency skill and will be the determining factor in the final selection.

The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; a written test; an interview; English proficiency level and the results of reference checks. Reference checks will be conducted for top candidate(s) following the interview and the recruitment tests. References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID/Myanmar reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

PRESENTING AN OFFER

1. Interested and eligible applicants are required to complete the Electronic Recruitment Application (ERA) on-line application system and submit any applicable required documents by **October 26, 2023/ 11:59 p.m.** Myanmar local time.
2. Required Documents:
 - Certificates
 - Proof of Citizenship (NRC Card)
 - Degree
 - List of 3 References
3. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.

If applying on-line is an extreme hardship, you must contact the human resources office no later than **three (3) business days** prior to the closing date of this vacancy announcement. An

alternative application method will be provided upon approval of the hardship notification. After this time, requests to apply via alternative methods will not be granted.

By submitting application materials, you certify that all the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

IV. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. Annual bonus
2. Annual leave plan
3. Health benefit under Standard Medical plan
4. Defined Contribution Plan (DCP)
5. Premium compensation – Overtime and Holiday pay

VI. **TAXES**

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Myanmar government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “**General Provisions**,” available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct**
By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: USAID/Myanmar provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

END OF SOLICITATION